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OTR VAULT COPY NO. *404*

PROPOSED COURSE IN
INTERVIEWING AND REPORTING

Document No. <i>1</i>
<input type="checkbox"/> Change in Class. <input type="checkbox"/>
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Class. Changed To: TS <i>S</i> <i>8</i>
Auth.: MR 73-2
Date: <i>04/10/78</i> By: <i>025</i>

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INTERVIEWING, AND REPORTING

First Day

8:30 - 9:00 Registration
9:00 - 9:30 Introduction to Course
9:30 - 10:00 Security Instruction
10:15 - 12:00 Reporting of Information I ~~SECRET~~
1:00 - 2:00 Study Reporting Manuals
2:00 - 3:00 Editing Demonstration ~~SECRET~~
3:00 - 5:00 Editing Exercise —

Second Day

8:30 - 9:00 Study
9:00 - 10:15 Reporting of Information II ~~SECRET~~
10:30 - 12:00 Interviewing ~~SECRET~~
1:00 - 1:30 Interview Demonstration ~~SECRET~~
1:45 - 2:15 Critique of Editing Exercise
2:15 - 2:30 Briefing for Interview No. 1 —
2:30 - 3:00 Preparation for Interview No. 1
3:00 - 4:15 Interview No. 1
4:30 - 5:00 Critique of Interview No. 1

Third Day

8:30 - 9:00 Study
9:00 - 10:30 Editing Exercise No. 2 —
10:30 - 10:50 Briefing for Interview No. 2
10:50 - 12:00 Preparation for Interview No. 2
1:00 - 2:30 Interview No. 2 ~~SECRET~~
2:30 - 5:00 Reporting Exercise No. 1

Fourth Day

8:30 - 9:00 Study
9:00 - 9:15 Critique of Interview No. 2
9:15 - 9:45 Critique of Editing Exercise No. 2
10:00 - 10:30 Critique of Reporting Exercise No. 1
10:30 - 10:45 Briefing for Interview No. 3
10:45 - 12:00 Preparation for Interview No. 3
1:00 - 3:00 Interview No. 3 —
3:00 - 5:00 Reporting Exercise No. 2

Fifth Day

8:30 - 9:00 Study
9:00 - 9:30 Test on Reporting
9:30 - 10:00 Critique of Reporting Exercise No. 2
10:15 - 10:30 Briefing for Interview No. 4
10:30 - 12:00 Preparation for Interview No. 4
1:00 - 3:30 Interview No. 4 —
3:30 - 4:00 Critique of Reporting Test
4:00 - 4:30 Student Critique
4:30 - 5:00 Final Critique

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INTERVIEWING, ~~DEMONSTRATION~~, AND REPORTINGSummary of Course

<u>Subject</u>	<u>Hours</u>
INTRODUCTION AND SECURITY (Annex I)	Total: 1
Introduction to Course	$\frac{1}{2}$
Security Instructions	$\frac{1}{2}$
REPORTING OF INFORMATION (Annex II)	Total: 4
Reporting of Information I	$1\frac{3}{4}$
Reporting of Information II	$\frac{1}{2}$
Editing Demonstration	1
INTERVIEWING AND EDITING (Annex III)	Total: 2
Interviewing	$1\frac{1}{2}$
Interview Demonstration	$\frac{1}{2}$
WRITTEN EXERCISES (Annex IV)	Total: $7\frac{1}{2}$
Editing Exercise No. 1	2
Editing Exercise No. 2	$1\frac{1}{2}$
Reporting Exercise No. 1	2
Reporting Exercise No. 2	2
INTERVIEWS (Annex V)	Total: $7\frac{3}{4}$
Interview No. 1	$1\frac{1}{4}$
Interview No. 2	2
Interview No. 3	2
Interview No. 4	$2\frac{1}{2}$
BRIEFINGS (Annex VI)	Total: 1
Briefing for Interview No. 1	$\frac{1}{4}$
Briefing for Interview No. 2	$\frac{1}{4}$
Briefing for Interview No. 3	$\frac{1}{4}$
Briefing for Interview No. 4	$\frac{1}{4}$

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INTERVIEWING, OBSERVING, AND REPORTING

Summary of Course

<u>Subject</u>	<u>Hours</u>
TESTS (Annex VII)	Total: $\frac{1}{2}$
Reporting Test	$\frac{1}{2}$
CRITIQUES (Annex VIII)	Total: 4
Critique of Editing Exercise No. 1	$\frac{1}{2}$
Critique of Interview No. 2	$\frac{1}{2}$
Critique of Reporting Exercise No. 1	$\frac{1}{2}$
Critique of Reporting Exercise No. 2	$\frac{1}{2}$
Critique of Interview No. 1	$\frac{1}{2}$
Critique of Reporting Test	$\frac{1}{2}$
Student Critique	$\frac{1}{2}$
Final Critique	$\frac{1}{2}$
RESERVED TIME	12
TOTAL TIME	40

ANNEX I - INTRODUCTION AND SECURITY (1 Hour)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Introduction to Course	½	L	Purpose and scope of course.
Security	½	L	Physical and personal security as related to people in course.

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ANNEX II - REPORTING OF INFORMATION (4 Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Reporting of Information I	1 3/4	L	The fundamentals of good reporting: Objectivity, Specificity, Accuracy, Completeness, Clarity. 25X1A
Reporting of Information II	1 1/4	L	[REDACTED]
Editing Demonstration	1	D	Demonstration of editing poorly prepared raw copy.

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ANNEX III - INTERVIEWING (2 Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbol</u>	<u>Description</u>
Interviewing	1½	L	The techniques of interviewing.
Interview Demonstration	½	D	Good and bad techniques of the interview.

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ANNEX IV - WRITTEN EXERCISES (7½ Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbol</u>	<u>Description</u>
Editing Exercise No. 1	2	SA	Editing of poorly prepared raw copy.
Editing Exercise No. 2	1½	SA	Editing of poorly prepared raw copy.
Reporting Exercise No. 1	2	SA	Writing a report of information gathered in Interview No. 2.
Reporting Exercise No. 2	2	SA	Writing a report of information gathered in Interview No. 3

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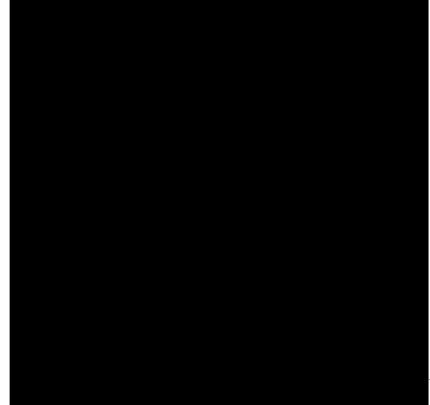
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ANNEX V - INTERVIEWS (7 3/4 Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Interview No. 1	1 $\frac{1}{4}$	P	Elementary interview to obtain details of an automobile accident.
Interview No. 2	2	P	Debriefing an American professor recently returned from teaching in Pakistan.
Interview No. 3	2	P	
Interview No. 4	2 $\frac{1}{2}$	P	



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ANNEK VI - BRIEFINGS (1½ Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Briefings for Interviews	1	L	Four briefings for conduct of interviews.

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ANNEX VII - TESTS (½ Hour)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Reporting Test	½	T	[REDACTED]

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ANNEX VIII - CRITIQUES (4 Hours)

<u>Subject</u>	<u>Hours</u>	<u>Symbols</u>	<u>Description</u>
Critiques	4	L	Critiques of all interviews and reports. Student critique for use in changing course.

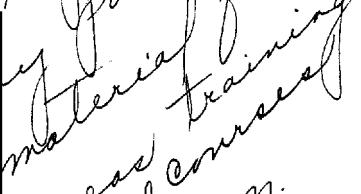
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INTERVIEWING AND REPORTING NO

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1. Introduction to Course
2. Reporting of Information
3. Editing Demonstration
4. Interviewing Techniques
5. Interview Demonstration
6. Briefing & Preparation for Interview No. 1
7. Preparation for Interview No. 1
8. Editing Exercise No. 2
9. Briefing for Interview No. 2
10. Reporting Exercise No. 1
11. ~~Briefing~~ Preparation for Interview No. 3
12. Reporting Exercise No. 2
13. Preparation for Interview No. 4

25X1A9a  This is part of the material for the course. No additional course is scheduled.

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